



State of New Jersey  
DEPARTMENT OF LAW & PUBLIC SAFETY  
DIVISION OF CONSUMER AFFAIRS  
OFFICE OF CONSUMER PROTECTION  
CHARITABLE REGISTRATION AND INVESTIGATION SECTION  
124 HALSEY STREET, P.O. BOX 45021  
NEWARK, N.J. 07101  
(973) 504-6262

**Professional Fund Raiser/Fund Raising Counsel Initial Registration  
CRI 500P**

Please submit a copy of incorporation papers or certificate of trade. Answer the following questions as they are related to your organization and complete the registration form accordingly.

1. Name of organization \_\_\_\_\_

1a. List all other names under which the organization will operate as independent paid fund raiser/fund raising counsel: \_\_\_\_\_  
\_\_\_\_\_

Street address \_\_\_\_\_  
*City State ZIP code*

Mailing address \_\_\_\_\_  
*City State ZIP code*

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_  
*(include area code) (include area code)*

2. Do you solicit contributions? ☐ Yes ☐ No

2a. Do you employ, procure or engage any compensated persons to the solicit contributions? ☐ Yes ☐ No  
If "Yes," please submit registration forms for each solicitor.

3. Does your organization at any time have or intend to have custody of, control of, or access to the charitable organization's money or have any relationship, affiliation or application with any agency that intends to have access to the charitable organization's money? ☐ Yes ☐ No If "Yes," please submit the following in accordance with the provisions of the Charitable Registration and Investigation Act ("CRI Act") of 1994:

**A fully executed surety bond in which the applicant shall be the principal obligor. The bond shall be in the amount of \$20,000 and shall be placed with one or more sureties whose liabilities in the aggregate equal at least the stated sum. The bond shall run to the Attorney General of New Jersey and to any person who may have a cause of action against the obligor of said bond for any violation of the CRI Act. A sample surety bond form is available from the Division of Consumer Affairs.**

4. Corporate or partnership name and address, if different from those listed in question number 1:

Official name \_\_\_\_\_

Street address \_\_\_\_\_  
*City State ZIP code*

Mailing address \_\_\_\_\_  
*City State ZIP code*

5. List all officers, directors, partners and shareholders in the organization:

Name of Individual or Partners	Residence Address	Title or Relation to Business

6. When was the firm organized to do business as an independent paid fund raiser/fund raising counsel?

\_\_\_\_\_ In what state? \_\_\_\_\_  
(month/day/year)

7. Give nature of any business that principals, executive employees or highest paid employee is involved in, other than fund raising. (Include name and address of business).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Attach contracts of any charitable organizations with which the firm has been retained to act as an independent paid fund raising/fund raising counsel in this state or partly in this state. Contracts must comply with terms stated in N.J.S.A. 45:17A-27.

9. Are any of the members, officers, directors, executive personnel, or owners of ten percent (10%) or more of capital stock of the firm, officers, directors or trustees of, or associated with any **client** charitable organization?

☐ Yes ☐ No If "Yes," attach separate sheet with the following information:

Name of person(s)

Connection with charitable organization.

Name and address of charitable organization.

10. Is the firm licensed by, registered with or have a permit from any other state agency for the purpose of soliciting funds for charitable organizations? ☐ Yes ☐ No If "Yes," attach separate sheet with the following information:

Date of authorization

Name and address of governmental agency(ies).

11. Has the firm ever had any license, registration or permit denied, cancelled, revoked, or suspended?

☐ Yes ☐ No If "Yes," attach separate sheet with the following information:

Date of action (month/day/year)

Name and address of governmental agency(ies)

Action taken by agency (denied, canceled, revoked, suspended).

12. Has any official disciplinary action, other than actions listed in question 11, including criminal actions, been taken against the business or any of its members, employees, officers or directors? ☐ Yes ☐ No

If "Yes," attach a separate sheet with the following information:

Date of action (month/day/year)

Name and address of governmental agency(ies)

Name of person(s) against whom action was taken

Name of disciplinary action or criminal offenses.

13. Do you, as a fund raising counsel or independent paid fund raiser, obtain commitments for, or solicit for donated tickets? ☐ Yes ☐ No If "Yes," copies of such commitments must be filed with the Attorney General pursuant to the CRI Act.

**Explanation: The written commitments must include a description of the measures taken to prevent solicitations for donated tickets in the excess of the number of ticket commitments agreed to by the charity. The number of tickets sold will not be greater than the number of seats available for each event or performance.**

14. Does the organization sub-contract or assign its rights under contract to any independent paid fund raiser, fund raising counsel, or other entity, or accept responsibility as assigned sub-contractor? ☐ Yes ☐ No  
If "Yes," please attach list of names and addresses of all sub-contractors.

**Fees for registration are as follows:**

Fund raiser registration/renewal ..... \$250.00 ea.  
Solicitor registration/renewal ..... \$15.00 ea.  
Contract filing ..... \$30.00 ea.  
Financial solicitation report ..... \$10.00 ea.  
Ticket commitment report ..... \$10.00 ea.

**Check list**

- \_\_\_\_ Number of solicitor registration forms attached.  
\_\_\_\_ Check in the required amount.  
\_\_\_\_ Completed bond in the amount \$20,000, if required.  
\_\_\_\_ Copy(ies) of contract(s) with charitable organization(s).  
\_\_\_\_ Be sure to enclose all information requested (if necessary attach on separate forms).

**Certification**

I, as a principal officer of the applicant organization, understand that this registration will be accepted only if the requirements of the CRI Act are met. I agree to cooperate fully with any request by the Attorney General or the Division of Consumer Affairs to inspect the records of this organization in order to ascertain compliance with the statute and all pertinent regulations. I understand that it is a violation of the CRI Act to solicit on behalf of an unregistered charity. I certify that the above statements made by me are true. I am aware that if any of the above statements made by me are willfully false I am subject to punishment.

\_\_\_\_\_  
*Name (type or print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title and date*

Mail completed application to: Charities Registration and Investigation Section  
P.O. Box 45021  
Newark, New Jersey 07101

**For Office Use Only:**

PER REGISTRATION NUMBER: \_\_\_\_\_

APPROVAL DATE: \_\_\_\_\_

\_\_\_\_\_  
*Signature of staff member*

\_\_\_\_\_  
*Date*

## Instructions for completing CRI 500P Independent Paid Fund Raiser / Fund Raising Counsel Initial Registration

This form is to be completed, in its entirety, and all fees applicable are to be made payable to the New Jersey Division of Consumer Affairs **(Do Not Send Cash)**. When completed, this form and its attachments should be mailed to:

New Jersey Division of Consumer Affairs  
Charities Registration and Investigation Section  
P.O. Box 45021  
Newark, New Jersey 07101

### **General Information**

1. It shall be unlawful for any person to act as a fund raising counsel or independent paid fund raiser unless registered annually with the Attorney General.
2. The registration statements shall be accompanied by a fee of \$250.00. Each registration shall expire June 30.
3. If either a fund raising counsel or independent paid fund raiser at any time has or intends to have custody, control, or access to a charitable organization's money, that fund raising counsel or independent paid fund raiser shall, at the time of making application for registration, file with the Attorney General a bond in which it shall be the principal obligor, and which shall be in the sum of \$20,000.
4. It shall be unlawful for any person to act as a solicitor of an independent paid fund raiser or fund raising counsel required to register pursuant to the CRI Act unless the solicitor registers annually.

### **Information for completing questions**

- Question 1      Give all names which are used by the organization while conducting its business.
- Question 2      "Solicit," as used in this question means: The request, directly or indirectly, for money, credit property, financial assistance, or any other thing of any kind or value which will be used for a charitable purpose or benefit a charitable organization. For further clarification, see the definition of "solicit" as provided in Section number 20 of the CRI Act.
- Question 3      If either a fund raising counsel or independent paid fund raiser at any time has or intends to have custody of, control of, or access to a charitable organization's money, including but not limited to contributions, see requirements under question number 3.
- Question 4      The answer to this question should reflect corporate or partnership filing papers, enter information only if different from information given in question number 1.
- Question 5      If additional space is needed, please attach a separate sheet(s).
- Question 6-10    Follow instructions as given to each question and be sure to enclose all information on a separate sheet(s).
- Question 11    Fund raisers shall obtain ticket commitments, written and notarized, from the charitable organization. These commitments shall then be filed with the Charitable Registration Unit.

**Certification**    To be signed by chief executive officer, president, or authorized representative officer of the organization.